



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 1019, s. 2018

October 23, 2018

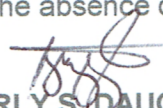
**DEADLINE OF LEARNER INFORMATION SYSTEM (LIS) ENCODING/UPDATING
OF LEARNERS FOR SY 2018-2019**

To: Public Schools District Supervisors
Public and Private Elementary School Heads
Public and Private Junior High School Heads
Public and Private Senior High Schools
School LIS Coordinators

1. Relative to DepEd Order #32, s. 2018 re: **"POLICY GUIDELINES ON THE COLLECTION OF DATA/INFORMATION REQUIREMENTS FOR BEGINNING OF SCHOOL YEAR 2018-2019 IN THE LEARNER INFORMATION SYSTEM (LIS) AND ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)"**, this Office hereby reminds the field of the deadline in the Encoding/Updating of Learners for SY 2018-2019 in the Learner Information System (LIS) on or before October 31, 2018. For schools with the following enrolment blockers submit the following;
 - a. Pending Enrolment – submit letter request signed by the school head with attached Form 137/SF10.
 - b. LRN Approval – submit letter request signed by the school head with attached Form 137/SF10 and Birth Certificate.
2. Moreover, the tagging of the Body Mass Index (BMI) and Alternative Delivery Mode (ADM) are already available in the system. For the ADM tagging, please coordinate with your school head first before tagging.
3. Attached are the list of schools with corresponding number of pending enrolment requests and LRN approval and the Instructions in tagging of BMI and ADM learners.
4. For immediate dissemination.

DR. WINNIE E. BATON, CESE
Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the OIC – SDS:


BEVERLY S. DAUGDAUG, Ed.D.
Chief CID



Encls: List Enclosures
References:
To be indicated in the Perpetual Index under the following subjects:
LIS/EBEIS, Memo

DEADLINE OF LEARNER INFORMATION SYSTEM (LIS) ENCODING/UPDATING OF LEARNERS FOR SY 2018-2019

24 OCTOBER 2018

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 | (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
☎ (082) 553-8396 | (082) 553-8376 | www.depeddigoscity.org | digos.city@deped.gov.ph

List of Schools with Pending requests in the LIS

Pending Enrolment

Name of School	Oldest Request Date	Number of Requests
Philippine International Technological School, Inc.	7/12/2018 15:11	2
Digos Seventh-Day Adventist Elementary School, Inc.	7/17/2018 17:36	1
Prime Innovation Learning Center of Digos City, Inc.	7/23/2018 11:12	1
Matti ES	7/23/2018 18:16	1
Southwill Learning Center, Inc.	7/24/2018 10:03	1
Mahayahay ES	7/25/2018 5:55	1
Little Ambassador Child Development Center of Digos Inc.	7/25/2018 8:45	1
Mindanao Montessori School, Inc.	7/25/2018 14:13	2
Kapatagan NHS	7/27/2018 9:54	2
Ananda Marga Special Academic Institution (AMSAI)	7/27/2018 9:58	1
Isaac Abalayan ES	7/27/2018 15:03	1
Holy Cross Academy, Inc.	7/28/2018 10:14	1
Damñas ES	7/31/2018 0:46	1
Digos City NHS - Balabag HS Annex	7/31/2018 1:44	2
Cor Jesu College Basic Education Dept.	7/31/2018 7:50	37
Domingo Abawag ES (Tiguman)	7/31/2018 8:08	1
Pedro S. Garcia ES	7/31/2018 15:41	1
Lungag ES	7/31/2018 16:18	2
Aplaya ES	8/1/2018 13:47	4
Balabag ES	8/1/2018 15:52	1
Cogon ES	8/2/2018 14:34	2
Saver's Technological College of Davao, Inc.	8/3/2018 11:52	7
San Miguel ES	8/3/2018 14:26	8
Pedro Basalan ES	8/3/2018 17:07	4
Goma National High School	8/6/2018 13:00	5
Badiang ES	8/6/2018 16:59	7
Digos City NHS - Soong HS Annex	8/8/2018 16:39	2
Southern Mindanao Computer College, Inc.	8/19/2018 15:45	7
Digos City NHS - Igpit HS Annex	8/21/2018 19:42	2
University of Mindanao - Digos College	8/25/2018 16:58	11
Dawis ES	8/29/2018 9:10	2
Mary Mediatrix of all Graces Academy, Inc.	8/31/2018 10:16	7
Ramon Magsaysay CES	9/3/2018 13:45	6
Marawer ES	9/10/2018 13:15	5
Ruparan NHS	9/12/2018 13:01	1
Dok Alternatibo Research and Development Foundation, Inc.	9/13/2018 11:58	6
Kibanban ES	9/14/2018 23:02	1
Digos Central Adventist Academy, Inc.	9/17/2018 14:20	19
SHS in Digos City	9/26/2018 16:14	22
Cavite Bible Baptist Academy, Digos Branch	9/30/2018 19:45	1
Necencio A. Isidro ES	10/8/2018 13:11	3
Polytechnic College of Davao del Sur, Inc.	10/8/2018 17:13	10
Digos City NHS (Davao Del Sur NHS)	10/9/2018 14:43	118
Asian Accelerated Academy of Digos City, Inc.	10/10/2018 12:03	1
Matti NHS	10/15/2018 10:20	12
Digos Institute of Technical Education and Driving School, Inc.	10/16/2018 10:54	1
Rizal CES	10/19/2018 14:02	5
Don Mariano Marcos ES	10/19/2018 16:02	12
Dawis National High School	10/20/2018 11:13	2
Digos City CES	10/23/2018 16:01	8

LRN Approval

Name of School	Oldest Request Date	Number of Requests
Rhema King's Kid Academy, Inc.	7/18/2018 14:44	3
Mindanao Montessori School, Inc.	7/25/2018 14:01	2
Ramon Magsaysay CES	7/30/2018 9:41	1
Cor Jesu College Basic Education Dept.	7/30/2018 18:12	8
Digos Central Adventist Academy, Inc.	8/14/2018 14:09	3
Ranao ES	8/18/2018 19:23	3
Badiang ES	8/21/2018 14:50	2
San Miguel ES	8/22/2018 19:30	1
SHS in Digos City	9/27/2018 16:58	2
Digos City NHS (Davao Del Sur NHS)	10/19/2018 9:47	2

Updating of BMI and ADM Tagging

Here are the steps:

1. Go to LIS website <http://lis.deped.gov.ph/> and login using the School user account.

Please sign in

Username

Password

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2. Once login, click the Learner Information System link.

DepEd Apps

Learner Information System

Enhanced Basic Education Information System

School Building Information System (For CO - EFD Personnel Only)

3. In the Dashboard, click the List of Classes tab.

List of Classes

Dashboard Quick Count **List of Classes** Transfers 1 School Forms Data Corrections Support

4. Click the Select Item button.

- Click the BMI link to update BMI.
- Click the ADM link to update ADM.

Select Item

BMI

ADM

SY 2018 - 2019

a. To update the learner's BMI:

1. Click the Grade / Classes dropdown list and select the learner's section. Then, choose the Not tagged BMI on the third dropdown option.

BMI ▼ Grade / Classes ▼ BMI ▼

BMI

Not tagged BMI

Masterlist

2. Search for the learner's name to be tagged/updated. Under the Option column, click the Pencil icon.

Masterlist

/ SY 2018-2019

- HT - Height
- WT - Weight

Enrolment

#	Learner	Gender	Date of first Attendance	BMI	Option
1		M	05/04/18	N	Profile 

3. Completed required information. Then, click the Submit button.

BMI

Height

0

Enter between 50 to 300 centimeters

Weight

Weight

Enter between 10 to 250 kilograms

Back Submit

b. To tagged the learner as ADM:

1. Click the Grade / Classes dropdown list and select the learner's section. Then, choose the Not tagged ADM on the third dropdown option.

ADM Grade / Classes ADM
ADM
Not tagged ADM

Masterlist

2. Search for the learner's name to be tagged/updated. Under the Option column, click the Pencil icon.

Masterlist

- DISTEDU - Distance Education (DistEd) for SPED
- EIMPACT - Enhanced-Instructional Management by Parents, Community and Teachers (e-IMPACT)
- MISOSA - Modified In-School Off-School Approach (MISOSA)
- INTERVEN - Other School-initiated Intervention
- OHSP - Open high School Program(OHSP)
- INTERVEN - Other School Initiated Intervention

Enrolment					
#	Learner	Gender	Date of first Attendance	ADM	Option
1		F	05/04/18	N	Profile 

3. a. For learners under ADM, click the appropriate mode. Then, click the Submit button.

- b. For learners not under ADM, click the Not Applicable button.

ADM

☐ Distance Education (DistEd) for SPED

☐ Enhanced-Instructional Management by Parents, Community and Teachers (e-IMPACT)

☐ Modified In-School Off-School Approach (MISOSA)

☐ Other School-initiated Intervention

Back Not Applicable Submit